

	Procedures for Responding to Indoor Environmental Quality (IEQ) Incidents in Student Housing		
<i>EOSMS-403A</i>	<i>Effective Date: 04/15/2022</i>	<i>SOP_EHS_01</i>	<i>Page 1 of 5</i>

1. Purpose

To provide a standardized procedure for responding to Indoor Environmental Quality (IEQ) incidents on Kennesaw State University's (KSU's) Student Housing facilities.

2. Scope

This program applies to all IEQ-related incidences in all Housing properties owned, leased, or controlled by KSU and its affiliates.

3. Responsibilities

A. Housing

- Maintain a team of personnel, with appropriate equipment and training, for responding to minor IEQ events.
- Respond in a timely manner to reported IEQ incidents and take immediate appropriate actions to contain the situation to minimize damage, including identify and eliminate the source of the water intrusion or mold.
- Promptly report significant IEQ incident to Environmental Health and Safety (EHS) in accordance with this procedure.
- Retain the services a qualified remediation contractor to respond to water incursion event or mold problem, when necessary.
- Communicating with the affected student(s) and or their parents regarding the incident.

B. Environmental Health and Safety and Risk Management

- Evaluate the extent of the water incursion or microbial growth, recommend the appropriate course of action, and provide instruction as appropriate.
- Ensure effectiveness of remediation work by conducting pre- and post-remediation assessments, including overseeing the work of the remediation contractor(s).
- Advise Housing leadership on safety protocols necessary to ensure safety of the students and KSU personnel.
- Manage the insurance process associated with the incidents to ensure claims are appropriately and consistently recorded and settled, in the best interest of the University.
- Update this procedure as necessary.

C. Remediation Contractors

- Furnish all labor, materials, facilities, equipment, services, insurance, licenses, and incidentals necessary to perform the remediation work.
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- Establish barricades, post warning signs, and contain the project area.
- Appropriately coordinate with the Housing representative to plan and schedule the work activities to minimize the impact of the remediation work on Housing's activities.
- Ensure proper disposal of any contaminated materials and other debris resulting from the remediation work, including proper disposal of all water-damaged materials that are unsalvageable.
- Document the response measures including providing before and after reports.

4. Procedure

A. Notifications

All Housing-related IEQ incidents requiring EHS assistance should be promptly reported to EHS through [Reliance](#) in accordance with [KSU procedure for incident report](#). Incidents should be

Table 1

- Where necessary, wall cavities can be opened to allow air circulation in concealed spaces and remove moisture from air within the cavities. It may also be necessary to remove water vapor impermeable surface treatments such as vinyl wall coverings to promote drying.
- If the material is suspected of containing asbestos, the material should not be disturbed until an asbestos survey has been completed. EHS should be consulted immediately for further guidance.
- Insulation that has become wet or moldy should be removed and replaced.
- Moisture monitoring should

